

MONROE COUNTY

JOB DESCRIPTION

Position Title: COORDINATOR SPECIAL NEEDS		Date: Sept 30, 2004
Position Level: 7	FLSA Status: Non-Exempt	Class Code: 7-36

GENERAL DESCRIPTION

Primary function is to coordinate and maintain service for all special needs clients regarding evacuation. This position is HIPPA sensitive and provides for the effective registration of senior citizens and the disable in Monroe County ensuring their safety during time of natural or man-made disasters.

KEY RESPONSIBILITIES

1. Responsible for the registration and input of all county special needs clients. This includes the accuracy of all registry records and an annual re-registration of all clients.
2. Work directly with public, county employees, and outside agencies to educate the community about the registry and volunteer driver program and the Pet-Friendly sheltering program.
3. Work directly with emergency Medical Services (EMS) to evaluate those persons who may have special medical needs. Including maintaining a list of those persons who will be transported by EMS to special shelter locations.
4. Maintain accurate client records with other county agencies and with outside agencies by preparing and distributing monthly comparison reports. Providing updated lists to the Health Department so that the shelters can be manned appropriately.
5. Responsible for providing to the Social Service Department and/or Emergency Management any and all client information when called for to prepare for evacuation.
6. Responsible for all hurricane evacuation forms needed by Transportation.
7. Responsible for transmitting data via computer to the Marathon and Plantation Key office.
8. Maintain accurate records for volunteer drivers. This includes all quarterly driver license checks and contact with the nursing homes and hospitals to assure list accuracy.
9. Responsible for recruiting, training and testing of all volunteer drivers including the trainer and tester scheduling.
10. Responsible for contacting drivers/aides in preparation for them to evacuate the registered clients. Additionally coordination of the client's return trip.
11. Responsible for completing all personnel, payroll and reimbursement forms regarding the driver's transportation out of county and the audit forms for payment of hotel bills and related expenses.
12. Performs other duties as assigned.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SPECIAL NEEDS COORDINATOR	Class Code: 6-7	Position Level: 6
--	------------------------	--------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Associates Degree or Two-Year College Equivalent study.
<i>Experience:</i>	1 year to 2 years minimum amount of prior related work experience.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate guidelines and procedures, interpret precedents and adopt standards/practices.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Requires ability to type 35 correct words per minute, data entry. Two years experience with IBM compatible computers and software programs Windows, Word, Excel & Access. Valid Florida Driver's License Class "D" or a Class "B" Commercial Drivers License with Airbrake and Passenger endorsement.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

